



Roland W. Burris

Comptroller
State of Illinois

January 24, 1979

201 State House
Springfield, Illinois 62706
217/782-6000

PAYROLL MEMORANDUM

TO: All State Agencies, Departments, Boards,
Commissions and Universities

SUBJECT: Undeliverable W-2's

W-2's applicable to 1978 earnings which are returned to us by the United States Post Office as "Undeliverable" will not be sent to the State agencies for re-mailing as they have been in the past. When employees or former employees contact you because they have not received a W-2 from this office, please make a note of their name, social security number and current mailing address and forward it to me. We will take the necessary steps to mail the W-2 from this office.

If you have any questions regarding this memorandum, please contact me at (217) 782-4758.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Daniel S. Steven".

Daniel S. Steven
Payroll Supervisor

DSS:lj